

**Student Hiring Coordinator, Part-time (7595U) 77155**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257944>

Downloaded On: Jun. 7, 2025 1:08am

Posted Jun. 5, 2025, set to expire Jul. 1, 2025

**Job Title** Student Hiring Coordinator, Part-time (7595U) 77155  
**Department** Berkeley School of Education  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 5, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Student Services  
Human Resources

**Apply Online Here** <https://apptrkr.com/6277881>

**Apply By Email**

**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

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1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

The Berkeley School of Education is a professional school that offers doctoral degrees with 4 concentrations, master's degrees, master's/credential programs, and an undergraduate minor degree. The school enrolls slightly under 300 graduates and about 300 undergraduates annually. Including visitors, the staffing headcount total about 500. In addition to research, the school is highly visible in its international, national, state-wide and local outreach, professional development, and enrichment programs.

### Responsibilities

- Serve as a graduate and undergraduate student appointments coordinator for GSR, GSI, Reader, and Tutor and student assistant appointments.
- Review and confirm appointment eligibility and verify fund sources.
- Create, and design tools for position management and position financial management.
- Prepare smartsheet for graduate student appointments for new hire, rehire, reappointment, eligibility and monitor when applicable.
- Review and initiate corrections as needed and communicate within smartsheet and outward to supervisor when needed
- Apply Graduate Division policy on fee remission eligibility for late appointments and determine prorated percent time and handles GSR fellowships, stipends, and fee remissions.
- Advise faculty, staff, and students on student appointments policies and will confer with Student Academic Services to confirm good academic standing
- Project cost of ASE and Student Assistant appointments and communicates estimated cost to both faculty and financial analyst and research analyst.

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- Communicate student appointment deadlines and notify BSE community prior to each academic term
- Diligent on follow up to faculty and staff around missing paperwork and information for processing hires
- Verify and submit childcare reimbursements for students in accordance with policies
- Manage sensitive and confidential information effectively and collaboratively interacts with client groups.
- Actively monitors smartsheet to see hiring process through and follows up with faculty on when student hires may begin work.
- Will work closely with finance team to coordinate and confirm funding source, funding entry, and resolve payroll issues that may arise.
- Will cross train, collaborate with the student services, and human resources teams, may involve tasks such as working on student payments, gathering student academic standing, and disseminating graduate exception forms
- Serve as the liaison for personnel matters with the Student Affairs Officers, Graduate Division, International Scholar's Office, Student Placement, Human Resources and Payroll Office.
- Participate in weekly calls with ProS HR generalist and staff when needed
- Process all undergraduate student volunteer appointments in collaboration with the Professional Schools Region (ProS)
- Use work study portal to create and enter work study jobs for programs
- Make offers and connect work study job with student hire student hire
- Notify employee, supervisor, and fund administrator of award balance
- Provide project support to department human resources and helps with department administrative tasks as needed
- Participate in workshops, training, and other professional development opportunities.
- Duties, responsibilities and activities may change or new ones may be assigned.

**Required Qualifications**

- Analytical skills to conduct analysis and develop recommendations; demonstrates organizational skills and problem-solving skills.
- In depth knowledge of policies and procedures around ASE and student assistant employment.
- Basic knowledge of human resources policies and programs, and how they affect other organizational policies and procedures.
- Knowledge of UC Path, Service Hub, work-study management system, CalTime and / or other related business software programs and systems.
- Ability to build relationships internally and externally and will operate with best-in-class client service.

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- Proficient in communicating clearly and effectively verbally and in writing and in integrating information in the completion of assignments.
- Demonstrates ability to handle difficult situations and problem solve.
- Ability to communicate clearly to BSE faculty and staff.
- Excellent organizational skills.
- Ability to maintain confidential information.
- Bachelor's degree in related area and / or equivalent experience / training

**Salary & Benefits**

This is a part-time (20 hours per week), limited position for approx 9-10 months. Extension may be possible with renewed funding.

This position is eligible for hybrid/remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for CORE Benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$31.94 - \$39.69.

**How to Apply**

To apply, please submit your resume and cover letter.

**Conviction History Background**

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This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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